

## **Site Accreditation Report – Whatever It Takes Coalition (WIT)**

**Completed: May 22nd, 2018**

**Levels of Care Reviewed:**

**Substance Use Disorder (SUD) Services**

**Prevention**

**Review Process:** Whatever It Takes Coalition was reviewed by Division of Behavioral Health staff for adherence to the Administrative Rules of South Dakota (ARSD) and Contract Attachments. The following information was derived from the on-site accreditation survey of your agency. This report includes strengths, recommendations, and citations for Plans of Corrections and results from reviewing policies and procedures, personnel files, and conducting an interview with the executive director.

**Administrative Review Score: 82.7%**

**Cumulative Score: 82.7%**

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### **ADMINISTRATIVE REVIEW SUMMARY**

#### **Strengths:**

Whatever It Takes Coalition is located in the basement of the Newell High school which is a convenient location for the students to access services. Many students from Newell High school choose to spend time within the coalition's office on a daily basis which creates a strong bond between the students and the director. The coalition has close relationships with community stakeholders such as other schools in the area, local law enforcement, and other coalitions. The coalition has been able to obtain a variety of speakers from these community partnerships that are willing to present to the students at no cost.

#### **Recommendations:**

1. The director of Whatever It Takes Coalition has been in contact with The Division of Behavioral Health with questions regarding changes requiring notification however they do not have a policy that references ARSD 67:61:02:20. It is recommended that the agency creates a policy regarding changes requiring notification per ARSD 67:61:02:20.
2. The coalition's orientation checklist for new hires includes all of the required items according to ARSD 67:61:05:05 except for the agency's procedures regarding the reporting of cases of suspected child abuse or neglect in accordance with SDCL 26-8A-3 and 26-8A-8. This policy and procedure should be added to the orientation check list to ensure full compliance with the rule.

**Plan of Correction:**

1. The agency shall update their policies and procedures manual to establish compliance with Administrative Rules and procedures for reviewing and updating the manual according to ARSD 67:61:04:01. The agency's policy and procedure manual still referenced the old ARSD 46:05 and needs to be updated to reference ARSD 67:61.
2. Each agency shall develop root cause analysis policies and procedures to utilize in response to sentinel events according to ARSD 67:61:02:21. Each agency shall report to the division within 24 hours of any sentinel event including: death not primarily related to the natural course of the client's illness or underlying condition, permanent harm or severe temporary harm and intervention require to sustain life. A policy and procedure on sentinel events should be created to be in compliance with ARSD 67:61:02:21. The coalition did not have a policy regarding sentinel events.
3. According to ARSD 67:61:03:03, the board of directors meets at least quarterly and keeps minutes of all meetings which include at least the following: (1) date of meeting; (2) names of members attending; (3) topics discussed; (4) actions taken; (5) summary of the agency director's report; (6) fiscal reports. According to the coalition's documentation the board has only met four times since the last review in January of 2015. The board will need to meet quarterly and include documentation of the required information to be in full compliance with the rule.